



Education Committee

Purpose

Members of the Education Committee (i.e., nurse planners and content experts) oversee all aspects of the WOCN Society's continuing education center (CEC) including assessment of member learner needs. The Education Committee work includes monitoring, recommending, developing, implementing, and evaluating educational opportunities. The Education Committee works closely with the Society and National Office staff to ensure that educational content is in compliance with the ANCC's guidelines for accredited providers of CNE.

Composition

1. The Education Committee shall consist of the chair, co-chair, when applicable, and at least two other members who will conduct the duties of that committee.
2. **Appointment and term of service**
 - a. The committee chair is appointed by the president, with the approval of the Board of Directors, and serves one 2-year term with the option of serving an additional, consecutive 2-year term with approval by the Board of Directors. Upon completion of the 2-year term, the committee chair serves 1 additional year as immediate past chair.
 - b. Prior to the final year of the chair's term of service, a co-chair should be selected, who will assume the role of committee chair. The co-chair must be recommended by the chair to the president for appointment and approved by the Board of Directors.
 - c. Committee members serve one 2-year term with the option of serving an additional, consecutive 2-year term with approval by the Board.
3. **Eligibility:** Individuals serving on the Education Committee must meet the following minimum requirements:
 - a. Active member of the WOCN Society
 - b. Bachelor of Science in nursing degree or higher
 - c. Current RN licensure
 - d. Committee chair must hold a tri-specialty certification (CWOCN) from the WOCNCB.
 - e. It is desired that at least half of the committee members hold a tri-specialty certification (CWOCN) from the WOCNCB. Remaining committee members must hold single- or dual-specialty certification from the WOCNCB.

Responsibilities

1. **Committee chair**
 - a. Serve under the direction of and report to the Board of Directors.
 - b. Oversee the Education Committee's activities/projects/initiatives.
 - c. Work with the Education Committee, the Society's Board of Directors, the lead nurse planner, and National Office staff to identify educational programs that meet members' needs.
 - d. Collaborate with the Accredited Provider Program Director (formerly Lead Nurse Planner), the director of continuing education and accreditation, and National Office

staff, to ensure compliance with the ANCC's criteria for CNE programs that provide contact hours.

- e. Serve as a resource for other committees, workgroups, and task forces in the development and planning of CNE learning activities.
 - f. Work with National Office staff, as needed, for completion of the planning documents and activity forms required by the ANCC for CNE activities.
 - g. Collaborate with the Accredited Provider Program Director (formerly Lead Nurse Planner) as a resource regarding the ANCC's criteria related to CNE activities.
 - h. Attend the Strategic Planning Session, when invited.
 - i. Attend the Board of Directors' calls, when invited.
 - j. When conducting business on behalf of the WOCN Society's Education Committee, compensation for travel expenses will be provided in accordance with the WOCN Society's policies and procedures for travel and reimbursement (see **Section 1.15**).
 - k. Attend the National Conference Planning Committee (NCPC) planning meeting, when invited.
 - l. Submit written reports containing summary of activities to the Board of Directors on as requested basis.
 - m. Conduct Education Committee business throughout the year via email and meetings.
 - n. Maintain the role and responsibilities as a committee member.
2. **Committee members**
- a. Complete the Conflict-of -Interest Disclosure Statement Form (see **Section 2.10.b**). If a disclosed relationship(s) constitutes a conflict and/or a new relationship(s) is formed that may present a conflict while serving on the committee, the committee member will work collaboratively with National Office staff on resolution.
 - b. Monitor learners' educational needs and identify opportunities for online continuing education (through various mediums including, but not limited to, member satisfaction surveys, educational needs assessment surveys, member forums, conference evaluations, course evaluations, etc.).
 - c. Follow established processes for working with selected speakers for the development of new CEC content.
 - d. Participate in the summative evaluation process.
 - e. Work with National Office staff on developing marketing strategies for promotion of continuing education activities.
 - f. Ensure that online continuing education offerings align with the latest WOCN Society's publications and research.
 - g. Review continuing education courses for timeliness and relevance.
 - h. Participate in work group(s) as needed to complete assigned tasks of the Education Committee.